

# Clutter Checklist for Property Managers

## STEP 1: CONDUCT INSPECTION

(1) How cluttered is unit? (circle one)

Low	Items normally used in one week are not put away. For example, some clothes on the floor, sink has some dishes.
Mild	Items covering all tables, beds, counters, still able to walk easily through unit, piles up to 1 foot deep.
Moderate	Items piled up to waist height with only passageways through rooms.
Severe	Items piled overhead, egresses blocked, minimal access to facilities.

(2) Ask the occupant what they think about things in the home. What items are they keeping, and for what purpose? \_\_\_\_\_

(3) What type of items are collected?

Animals                      Clothes                      Food                      Other \_\_\_\_\_

(4) Are any of the following sanitation issues observed?

Spoiled Food                      Feces                      Mice/Insects                      Other \_\_\_\_\_

(5) Is the occupant unable to do any of the following due to clutter?

Prepare food                      Sleep in bed                      Use bathroom                      Other \_\_\_\_\_

(6) Does the occupant have access to:

Stove	Yes	No
Refrigerator	Yes	No
Bathtub	Yes	No
Toilet	Yes	No
Front door	Yes	No
Hallways	Yes	No

(7) Are there flammable items stored on top of, or inside stove?                      Yes                      No

(8) Are all smoke and carbon monoxide detectors functional?                      Yes                      No

## STEP 2: KNOW WHEN TO CALL FOR ASSISTANCE

Example Conditions	What to do?	Who to Call?
- Fire, gas leak, medical emergency	Immediately call 911	911 - Police Dept, Fire Dept
- Occupant's daily tasks are severely limited due to clutter	Take Immediate Action -- Advise occupant of critical nature of conditions and need to correct conditions immediately. Call for assistance as appropriate.	Brookline agencies: - Brookline Community Mental Health Center (617) 277-8107 - Health Department (617) 730-2300 - Fire Prevention Office (617) 730-2270 If occupant is elderly: - Council on Aging (617) 730-2777 - Springwell Inc. (617) 926-4100
- Sewage leak		
- Flammables near stove		
- Blocked Egress		
- No hot water		
- Non-operational Smoke Detectors		
- Low to mild clutter not impacting safety.	If not addressed in reasonable time period, refer occupant for additional services.	

## STEP 3: CONDUCT FOLLOW-UP AND MONITORING

For non-emergency conditions, follow your agencies established enforcement process which may include:

- (1) Verbal warnings (2) Written notices that conditions conflict with lease, condo association by-laws, health regulations  
 (3) Scheduled re-inspections of unit (4) Enforcement of lease or condominium agreements.